



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION  
TECHNOLOGY  
AND LOGISTICS

September 20, 2005

Dear Mentor – Protégé Participant:

We are now accepting nominations for the FY2006 Nunn-Perry Awards that will be presented at the 2006 Mentor-Protégé (MP) Conference. More information on the conference will be forwarded to you in the near future.

The Nunn-Perry Award recognizes Mentor-Protégé teams that have excelled in the areas of technical assistance, commitment and economic development.

The first award was presented during the 1995 Mentor-Protégé Conference. It was named in honor of former Senator Sam Nunn, who sponsored the legislation that created the DoD Mentor-Protégé Program, and in honor of former Secretary of Defense William Perry for his commitment to the program's implementation.

Nominations are open to any DoD Mentor-Protégé team with an agreement that was active during any portion of the period between October 1, 2004 and September 30, 2005. Nominations may be submitted by mentors, protégés, DoD program managers, DoD small business specialists, or contracting personnel and will be accepted *until close of business Thursday, December 1, 2005*.

Please complete the enclosed nomination package and submit via E-mail (**only Word documents will be accepted**), mail or fax to the address information provided in this nomination package. An electronic copy of the package along with other MP Conference information will be available soon on our websites at [www.dodsbconference.com](http://www.dodsbconference.com) or [www.acq.osd.mil/sadbu/mentor\\_protege](http://www.acq.osd.mil/sadbu/mentor_protege).

Thank you for your participation and best of good fortune to all of the nominees!

Sincerely,

FRANK M. RAMOS

Director, Office of Small and  
Disadvantaged Business Utilization

Enclosure





**Department of Defense**  
Office of Small and Disadvantaged Business Utilization  
**Mentor-Protégé Program**



## The Nunn-Perry Award

Through the presentation of the Nunn-Perry Award the Department of Defense (DoD) seeks to recognize outstanding program performance by Mentor-Protégé teams formed under the auspices of the DoD Pilot Mentor-Protégé Program.

Any DoD Mentor-Protégé team with an agreement that was active during any portion of the period from **October 1, 2004 through September 30, 2005** is eligible for the FY2006 Nunn-Perry Award. Nominations for Reimbursable Agreements and Credit Agreements will be judged separately and awards will be selected in each category.

### Award Criteria:

The criteria for selection, in priority order with relative weighting indicated, are Quality of Technical Assistance, Return on Investment and the Impact on the Protégé's Development:

Quality Of Technical Assistance 40%	Return on Investment 35%	Impact On Protégé Development 25%
<i>Quality, depth, breadth and appropriateness of technical assistance provided to the protégé firm.</i>	<i>Quantitative data to support the cost of agreement to the DoD versus beneficial value to the U.S. economy.</i>	<i>Development of protégé's technical capabilities, quality improvements realized, and business viability achieved.</i>
<i>Relationship between assistance provided and it's relevance to DoD mission requirements.</i>	<i>Impact of the agreement on the protégé's employment base, gross revenue and participation in DoD contracts and subcontracts.</i>	<i>Business infrastructure gained and the protégé expansion into new business areas including other than DoD and commercial markets.</i>
<i>Effective and innovative utilization of HBCU/MIs, PTACs, SBDCs.</i>	<i>Positive program impact on the mentor's SDB subcontracting awards.</i>	<i>Beneficial impact upon DoD mission requirements.</i>

- *All Quantitative data submitted should be supported by semi-annual report data as of 30 Sept. 2005.*
- *Only actual dollars obligated/funded/received from contract awards should be submitted (NOT estimated/expected amounts).*

### **Eligibility for the Award:**

Any DoD Mentor-Protégé Team with a mentor-protégé agreement which:

- was approved by the DoD, Military Service or Defense Agency Office of Small and Disadvantaged Business Utilization
- was active during any portion of the period from (October 1, 2004 through September 30, 2005)
- did not win a Nunn-Perry award for FY05 (**there will be no consecutive winners**)

### **Nomination Procedures:**

Nominations will be accepted from any of the following:

- Mentors
- Protégés
- DoD Program Managers
- DoD Small Business Specialists or Contracting Personnel

The following package should be completed and submitted so that it will be *received by the Department of Defense not later than close of business Thursday, December 1, 2005.*

Please submit your nominations via E-mail (preferred), mail, or fax.

Email (**Word doc ONLY**) to: publicrelationsmp@osd.mil

Mail to: DoD OSADBU  
Mentor-Protégé Program  
ATTN: Nunn-Perry Award Nomination  
1777 N. Kent Street, Suite 9100  
Arlington, VA 22209

Fax to: (703)588-7561

Please direct all questions regarding the nomination procedures to: (800) 540-8857.

Only nomination packages that *are completed-in accordance with all directions and are received by the DoD OSADBU by the close of business Thursday, December 1, 2005* will be considered for an award.

### **Selection Procedures:**

- All eligible nominations will be reviewed by a review panel.
- The composition of the panel will be at the discretion of the DoD Director, OSADBU.
- The panel may consider other pertinent information regarding the particular mentor-protégé agreement. The review panel will present their nominations to the DoD Director, OSADBU, for consideration for award.
- Reimbursable Agreements and Credit Agreements will be reviewed separately.
- The number of awards will be determined by the Department of Defense.
- The DoD will announce and present the awards to the selected winners at the DoD Mentor-Protégé Conference in March 2006.



## The DoD Nunn-Perry Award Nomination Package for FY06 Award

NAME, ADDRESS, POINT OF CONTACT, AND TELEPHONE NUMBER OF MENTOR:

NAME, ADDRESS, POINT OF CONTACT, AND TELEPHONE NUMBER OF THE PROTÉGÉ:

PERIOD OF PERFORMANCE FOR AWARD EVALUATION (OCTOBER 1, 2004 THROUGH  
SEPTEMBER 30, 2005 ONLY):

INDICATE IF THE AGREEMENT WAS FOR CREDIT OR REIMBURSEMENT. IF THE LATTER,  
PLEASE IDENTIFY THE MILITARY SERVICE DEPARTMENT/DEFENSE AGENCY SPONSOR  
(e.g., ARMY, NAVY, AIR FORCE, DISA, DLA, MDA, NGA or other):

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SIGNATURE OF NOMINATOR

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Nominator, Name

Date

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Title

Telephone Number

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Organization

Fax Number

*DoD Nunn-Perry Award Nomination*

## **GENERAL INSTRUCTIONS**

- A.** Nomination forms must be submitted and received by DoD OSADBU not later than close of business *Thursday, December 1, 2005*.
- B.** Bullet format is preferred. Accordingly, list in blocks I through III how the Mentor and Protégé have demonstrated excellence in their relationship as DoD prime contractors and subcontractors.
- C.** Limit your responses to two pages per item. Charts, graphs and/or pictures will count towards the two pages per item limitation. Please do not use anything smaller than a 10 point Arial font.
- D.** A one page executive summary explaining the technology involved in an agreement with an acronym definition section is required (limit to one page). Nomination submissions should not exceed seven pages.
- E.** Please submit your nominations via E-mail (preferred) to [publicrelationsmp@osd.mil](mailto:publicrelationsmp@osd.mil) as a Word document **ONLY**.

You may also mail your nominations to:

**DoD OSADBU  
Mentor-Protégé Program  
ATTN: Nunn-Perry Award Nomination  
1777 N. Kent Street, Suite 9100  
Arlington, VA 22209**

Completed nominations may also be faxed to: (703) 588-7561.

- F.** Questions regarding the nomination procedures should be directed to: (800) 540-8857.
- G.** The review panel shall review each nomination. The review panel may consider other pertinent information regarding each mentor-protégé agreement. The panel will present the nominations to the DoD Director, OSADBU for consideration for award.
- H.** Please include a copy of the agreement's most recent semi-annual report submitted along with your nomination (Excel or PDF).

### ***Nunn-Perry Award Criteria***

Awards will be judged in two categories: Reimbursable Agreements and Credit Agreements

*Please use the following outline. Bullet format is preferred. Limit your response to two pages per Block I, Block II, and Block III.*

Block I. List the Technical Assistance provided.

Quality Of Technical Assistance 40%
List the quality, depth, breadth and appropriateness of technical assistance provided to the protégé firm.
List the appropriateness of the assistance provided and it's relevance to DoD mission requirements.
List the effective and innovative utilization of HBCU/MIs, PTACs, SBDCs.

Block II. List the Return on Investment.

Return on Investment 35%
Provide quantitative data comparing the cost of agreement to the DoD versus beneficial value to the U.S. economy.
Provide the impact of the agreement on the protégé's employment base, gross revenue and participation in DoD contracts and subcontracts.
Also list the positive program impact on the mentor's SDB subcontracting awards.

**This section MUST include the costs reimbursed by DoD. Unreimbursed costs may also be included. All Quantitative data submitted should be supported by semi-annual report data as of 30 Sept. 2005. Only actual dollars obligated/funded/received from contract awards should be submitted (NOT estimated/expected amounts). Please include a copy of your most recent semi-annual report along with your nomination.**

Block III. List the impact of the mentor-protégé agreement upon the protégé.

Impact On Protégé Development 25%
Include as appropriate: development of protégé's technical capabilities, quality improvements realized, and business infrastructure development achieved, cost effectiveness realized.
List the business infrastructure gained and the protégé expansion into new business areas including other than DoD and commercial markets (prime, subcontracting, and/or commercial).
List the beneficial impact upon DoD mission requirements.